

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Deputy Director
Corrections Planning and Programs Division
Corrections Standards Authority

CEA Level 3

FINAL FILING DATE: May 4, 2006

SALARY RANGE: \$8,030 - \$8,854

On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to www.lhc.ca.gov/lhc.html and refer to the section entitled Governor's Reorganization Plans.

DUTIES/RESPONSIBILITIES:

Under the general direction of the Executive Officer, Corrections Standards Authority (CSA), the Deputy Director, Corrections Planning and Programs Division (CPP) is responsible for planning, organizing, directing and coordinating the CSA's multi-million dollar Grants and Research activities, covering a wide range of projects designed to respond to unique local needs in the areas of juvenile crime, prevention and at-risk juveniles.

These programs include the federal Violent Offender Incarceration and Truth-in-Sentencing Incentive Grant Program, the County Juvenile Correctional Facilities Act, the Juvenile Crime Enforcement and Accountability Challenge Grant Program, and the Repeat Offender Prevention Program.

Duties include, but are not limited to:

- Develops and implements policies related to grants to state and local adult and juvenile correctional and parole systems, including 58 counties, up to 400 cities and a large number of community based organizations; makes discretionary funding policy decisions.
- Develops, coordinates, and evaluates research and data collection studies as required by statute; serves as liaison with other state policy setting entities in matters of program grants and empirical research; develops comprehensive reports that provide high quality information for use by the local corrections community as well as other state and federal agencies.
- Interprets and implements program grants and research, state and federal law, regulations and policies; facilitates multi-agency councils and strategy committees in developing guidelines, funding criteria and schedules for the allocation of program grants; and evaluates program effectiveness to assure that legislative mandates under the Division's purview are met.
- Provides technical assistance, information-sharing opportunities and educational resources to local facility administrators, program managers and project staff; evaluates the effectiveness of locally developed programs in achieving desired outcomes; develops, administers, and evaluates programs in collaboration with local corrections agencies to enhance the effectiveness of correctional systems and improve public safety.
- Directs field staff in the establishment and maintenance of positive and effective working relationships with police chiefs, sheriffs, local directors of corrections, probation chiefs, and professional organizations, for the purpose of assessing needs and providing assistance; selects and trains staff; and evaluates performance of subordinates.
- Serves as a member of the CSA Executive Management Team, developing policy and policy alternatives for adoption by the CSA's gubernatorial-appointed Board; represents the CSA with local government officials and state decision makers; and provides a link to national policy and professional organizations on a broad range of policies relating to local corrections.
- Assists the Executive Officer, CSA in formulating and implementing CSA policy; acts for or otherwise represents the Executive Officer in his absence at meetings, public hearings and in the daily affairs of the CSA.
- Administers National Adult Interstate Compact, representing California at national meetings, voting on rules and regulation revisions, and resolving conflicts with other states; provides oversight for the Juvenile Interstate Compact and resolves issues concerning juvenile runaways who have crossed state lines.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS:

- Experience in the formulation and implementation of procedures, policies and programs related to grant acquisition and management.
- Experience in providing executive level advice and consultation to department management regarding evidence-based and promising best practices from around the country in state and local adult and juvenile corrections, probation and parole.
- Experience in grant management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; and knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, progressive discipline, and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity, including the execution and/or evaluation of program policies at least equivalent to a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator

KNOWLEDGE AND ABILITIES:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the

Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.

2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

EXAMINATION INFORMATION:

This examination will consist of an interview by an executive panel. Candidates must submit a Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, which will be utilized as an informational document by the executive panel. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and/or resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Deputy Director, Corrections Planning and Programs Division, CEA Level 3 vacancy. For further information regarding this position, please contact Vickiann Tapia at (916) 327-8017.

FILING INSTRUCTIONS:

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by May 4, 2006 to Vickiann Tapia, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

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If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.